

Checklist of documents required to be submitted along with application for COO/Attestation of documents

Document	Mandatory supporting documents
Certificate of Origin (Non-Preferential)	<ul style="list-style-type: none"> - Original copy of Bill of Lading (Airway Bill or Express Way Bill accepted) - Packing List including product-wise specifications, marks and weightages - Commercial Invoice <p>Note: All documents should be duly self-certified by authorized person with stamp of company</p>
Visa Recommendation Letter	<ul style="list-style-type: none"> - Request letter mentioning complete details such as : <ul style="list-style-type: none"> o Name, Passport number and nationality of the person o Name of company and designation o Country and Period of visit o Specifying that the visit is for Business Purpose only - Copy of Passport (self-attested or attested by company) - Declaration letter by company in case going as their representative - Invitation letter of foreign party (in English) - Notarized declaration letter by company taking full responsibility of incoming foreign national during his stay in the country (only in case of incoming visa letters)
Other Documents (Attestation only)	
- EM-II Certificate	- Document should be duly self-certified by authorized person with stamp of company
- GMP Certificate	- Document should be duly self-certified by authorized person with stamp of company
- Free Sale Certificate	- Document should be duly self-certified by authorized person with stamp of company
- Product Manufacturing License	- Document should be duly self-certified by authorized person with stamp of company
- Drug Manufacturing License	- Document should be duly self-certified by authorized person with stamp of company
- QC Reports	- Document should be duly self-certified by authorized person with stamp of company
- Health Certificate	- Document should be duly self-certified by authorized person with stamp of company
- Agency Agreement and related commercial documents	-Board of Directors' resolution Note: All documents should be duly self-certified by authorized person with stamp of company
- Power of attorney	-Board of Directors' resolution -Notarization of the document with "Signed before me" stamp Note: All documents should be duly self-certified by authorized person with stamp of company
- Insurance Certificate/Shipping Bill	- Document should be duly self-certified by authorized person with stamp of company

- Memorandum and Articles of Association	- Document should be duly self-certified by authorized person with stamp of company
- Freight Certificate	- Document should be duly self-certified by authorized person with stamp of company
- List of products manufactured	-Copy of valid product manufacturing license Note: All documents should be duly self-certified by authorized person with stamp of company
- Foreign subsidiary registration forms	-Copy of the complete form for GCCI's records -Board of Directors' resolution Note: All documents should be duly self-certified by authorized person with stamp of company
- Phyto Certificate	- Document should be duly self-certified by authorized person with stamp of company
- ISO/Other Standards Certificate International compliance	- Document should be duly self-certified by authorized person with stamp of company

Note:

Any other document not covered in the above checklist will be verified on case-to-case basis and accepted for attestation if found satisfactory as per the rules of GCCI.